What is the Goal of 5S?

5S is a Lean method intended to implement order in the workplace.

- The goal of 5S is to improve efficiency by eliminating various wastes, including the waste of motion and time spent looking for tools, materials or information.

- Other benefits include improved safety and morale due to a more effective work environment.

What is the 5S Process?

SORT
Purge & organize work area

SET IN ORDER
Understand where items belong to be easily accessible when needed
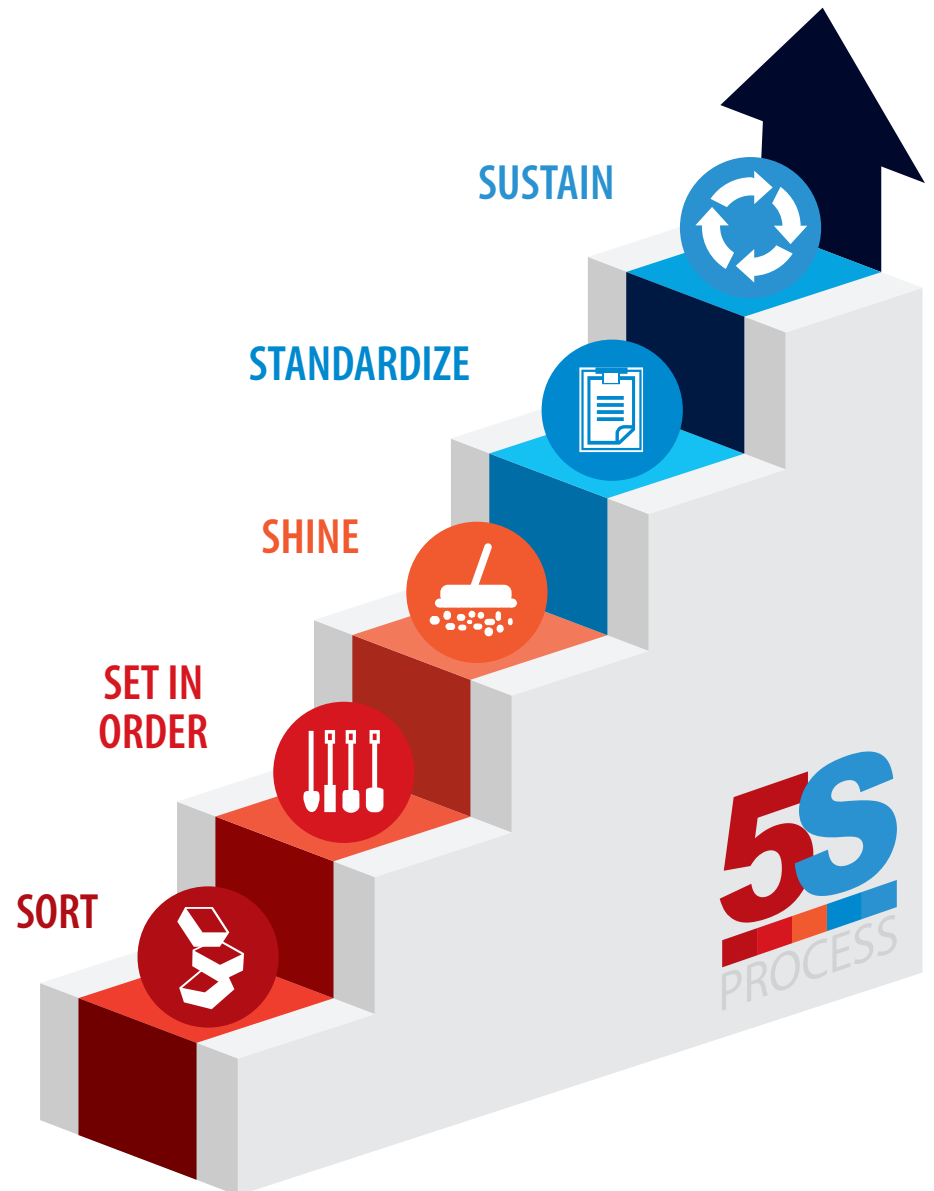
SHINE
Clean work area to be free of dirt and clutter

STANDARDIZE
Document & enforce/reward successful 5S behaviors

SUSTAIN
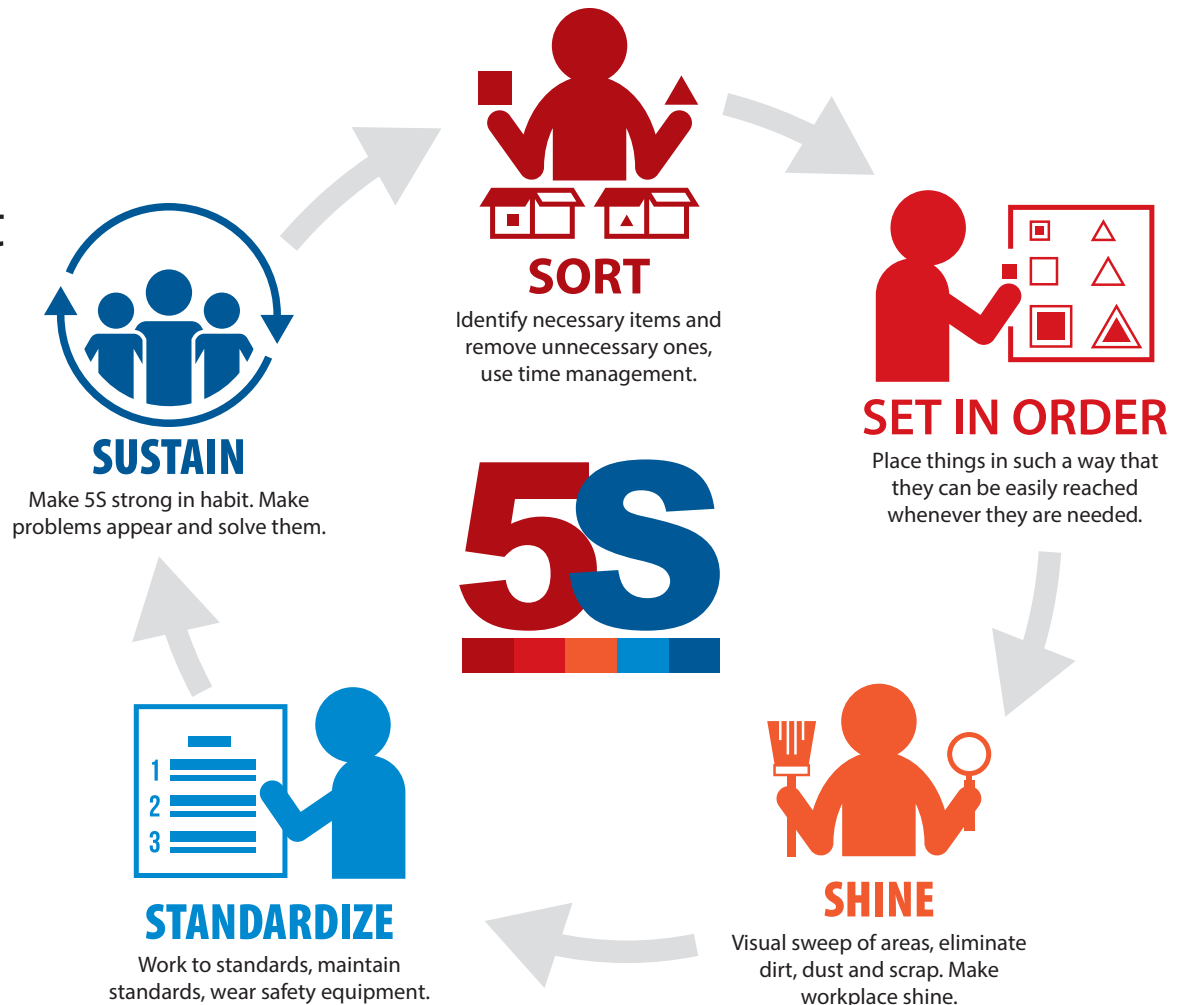Continuously audit and improve process

Follow every step with Safety!

SUSTAIN

STANDARDIZE

SHINE

SET IN ORDER

SORT

5S PROCESS

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Why Use 5s?

- Remove waste from the workplace

- Provide an environment where continuous improvement is encouraged and embraced

- Create a culture of discipline

- Improve Safety

- Improve Quality

SORT
Identify necessary items and remove unnecessary ones, use time management.

SET IN ORDER
Place things in such a way that they can be easily reached whenever they are needed.

SHINE
Visual sweep of areas, eliminate dirt, dust and scrap. Make workplace shine.

STANDARDIZE
Work to standards, maintain standards, wear safety equipment.

SUSTAIN
Make 5S strong in habit. Make problems appear and solve them.

5S

Understanding the 5S Process

The 8 Lean Manufacturing Wastes

5S ADDRESSES

Defects
Over-production
Waiting
Non-utilized people
Transportation
Inventory in excess
Motion
Extra processing

Understanding the 5S Process

1 | SORT | Decide what is needed

Definition

- To sort necessary and unnecessary items
- Store Items:
  - Often used items remain in the work area
  - Infrequently items used away from the work area
  - Not needed items are disposed of

Why?

- Removes waste
- Safer work area
- Increases space
- Easier to visualize process

Things to Remember

- Start in one area, then sort through everything
- Discuss use of items with all persons involved
- Use appropriate decontamination, environmental, and safety procedures
- Items that cannot be removed immediately should be tagged for later removal to a red tag holding area
- If necessary, use movers and riggers

What is a Red Tag Holding Area?

- A designated, central storage location for all workplace 5S activity. It holds rarely used items that are managed and sorted by an assigned employee.

How to use Red Tag method:

- Place items with red tags from sorted areas into the Red Tag Holding area

- Keep items highly visible

- Clearly label items

- Assign a Red Tag Manager

- Document rules for:

  – Placing items in Red Tag Area

  – Removal of items

  – Disposition of items

FRONT · BACK

2 SET IN ORDER | Arranging Necessary Items

Definition
- To arrange all necessary items in a designated place that is easily visible and accessible.

Why?
- Visually shows what is required or is out of place.
- More efficient to find items and documents (silhouettes/labels).
- Saves time by not having to search for items.
- Shorter travel distances.

Things to Remember
- Things used together should be kept together.
- Use labels, tape, floor markings, signs, and shadow outlines.
- Sharable items are kept at a central location (eliminates excess).

KEEP AISLES CLEAR

ANUVIA 550 YELLOW INK

AGFA

CONTACT PURCHASING CRITICAL

CONTACT PURCHASING CRITICAL

ORDER POINT 2 Bottles — ORDER AMOUNT 1 Case
NMC ITEM ID#: AGFA-YELLOW
RE-ORDER

ORDER POINT 2 Bottles — ORDER AMOUNT 1 Case
NMC ITEM ID#: AGFA-BLACK
RE-ORDER

YELLOW   **BLACK**

A place for everything and everything in its place.

Definition

- To clean everything and develop the process to make keeping it clean a part of your everyday work.

Why?

- A clean workplace indicates a quality product and process.

- Dust and dirt cause product contamination and potential health hazards.

- A clean workplace helps identify abnormal conditions.

Things to Remember

- "Everything in its place" frees up time for cleaning.

- Use an office or facility layout as a visual aid to identify individual responsibilities for cleaning. This eliminates "no man's land."

- Cleaning the work area removes the 'grime' of the day to start fresh for success tomorrow.

4 STANDARDIZE | Creating Consistency

Definition

- To set expectations and processes to make 5S the every day standard for your workplace.

Why?

- To maintain the workplace at a level that uncovers problems and makes them obvious
- To sustain sorting, storage and shining activities every day
- To continuously improve your office or facility by continuous assessment and action

Things to Remember

Always keep the work place neat enough for visual identifiers to be effective in uncovering hidden problems.

Develop a system that enables everyone in the workplace to see problems when they occur.

5S Understanding the 5S Process

5 SUSTAIN | Maintaining the 5s

Definition

- To maintain and encourage the implemented 5S procedures on a daily basis through regular checks and recognition programs.

Why?

- To build 5s into our everyday process
- To allow the 5s process time to flourish
- To create opportunities for workplace and production improvement

Things to Remember

Develop schedules and check lists.

Good habits are hard to establish.

Commitment and discipline toward housekeeping are essential first steps toward being world class.

5S Cheat Sheet

1

SORT
Remove all items that are not used or needed in the work area.

"When in doubt, move it out!"

2

SET IN ORDER
Find the best location for remaining items, set inventory limits, and place temporary labels, lines and signboards.

"A place for everything and everything in its place!"

3

SHINE
Clean, repair, and paint everything, inside and out. Prevent dirt, grime, and contamination from reoccurring. Inspect while cleaning.

"Make it clean and keep it clean"

4

STANDARDIZE
Write 5S SWIS for maintaining and controlling the first 3.

"Quality processes on time every time!"

5

SUSTAIN
With Management support, use 5S Board, Monthly audits and recognition.

"The most difficult – just do it!"

5S Understanding the 5S Process

MSC™